

Alton Christian Care Ltd

Directors' Report and Audited Financial Statements for the year ended 31st December 2015

Charity name: Alton Christian Care Ltd

Charity Registration Number: 1151471

Company Registration Number: 08334039

Registered Office: Market House, 21 Lenten Street, Alton, Hampshire GU34 1HG

Directors and Trustees:

D.Cocks
L.Duncan
J.Easthope (Treasurer)
T.Pinchen (Chair)
P.Susans
D.Weideman

Operations Manager: J.Jacobs

Honorary Independent Examiner:

Felicity Brindley, Redcot, Gaston Lane, South Warnborough, Hampshire

Bankers: HSBC, Lansdowne House, 74 High Street, Alton, Hampshire GU34 1EZ

Associated Organisation: The Trussell Trust.

The Trussell Trust (registered Charity number 1110522) is the overarching organisation to which the charity is affiliated and sets out management and organisational standards.

Purpose and Aims

The charity's purposes are set out in the company's memorandum of association but the primary purpose is to operate the Alton Foodbank.

The main focus is the collection and distribution of food in accordance with the rules and recommendations set out by the Trussell Trust who are the overarching sponsors for more than 400 foodbanks throughout the UK.

A secondary object has been established which is the operation of a school uniform bank for local primary schools in the immediate area.

How our activities deliver public benefit

Food Supply

A wide range of people from all backgrounds and irrespective of race or belief derived benefit from our activities.

In the reporting year we collected donations of approximately 8.7 tonnes of food and distributed approximately 7.8 tonnes of food. We redeemed 281 vouchers in 2015. Total number of people fed was 849, comprising 467 adults and 382 children under age 16. This represents approximately 8,500 meals provided.

Low income now accounts for almost as many voucher referrals as benefit changes and delays together.

Support given to the SDAS women's refuge in Alton accounts for domestic violence being the third most common reason for a foodbank voucher being generated.

The Trussell Trust's recommendation that we supply three days' worth of meals for a maximum of three occasions has been followed with a few rare exceptions where circumstances required a more relaxed policy. In practice many of the people using our service have been the subject of benefit changes, cuts and delayed appeals, etc. An increasing proportion are found to be on minimum wage flexible working hour contracts with insufficient work periods to support a reasonable income during a working week. Analysis of the statistics is given below.

Crisis Types				
Crisis	No. Vouchers	People Affected		
		Adults	Children	Total
Low Income	64	110 (51.4%)	104 (48.6%)	214
Benefit Changes	38	60 (61.22%)	38 (38.78%)	98
Domestic Violence	32	33 (44.59%)	41 (55.41%)	74
Benefit Delays	29	44 (55.7%)	35 (44.3%)	79
Unemployed	28	58 (64.44%)	32 (35.56%)	90
Child Holiday Meals	24	60 (40.82%)	87 (59.18%)	147
Debt	17	33 (75%)	11 (25%)	44
Sickness	17	29 (64.44%)	16 (35.56%)	45
Delayed Wages	12	15 (57.69%)	11 (42.31%)	26
Homeless	10	13 (100%)	0 (0%)	13
Other	10	12 (63.16%)	7 (36.84%)	19
Totals	281	467	382	849

The Charity does not undertake assessments of need but relies on referrals with vouchers issued from Citizens Advice Bureau, social services, schools, doctors, etc.

Primary School Uniform Bank Policy

The Foodbank has continued to collect and offer primary school uniform. 231 items of clothing have been distributed to those families demonstrating need. In addition we were able to send 114 surplus summer dresses to the Footprints Foundation in Zambia – a charity that supports a school for children with learning disabilities.

External use

It should be recorded that the Foodbank makes its premises available to the "street pastors" organisation for use as their base during their work on Friday and Saturday evenings around the town's public houses.

Structure, Governance, Management and Operation

The Foodbank has continued to operate as a separate entity but with close links to other Alton Charities; the lead Church in the town continues to be the Butts Evangelical Church. Arrangements are in place to ensure that there is no conflict of interest between the two organisations as the Trustees have a dual role as members of the Church (some as Trustees) as well as directors of the Charity.

The Trust is governed by the Board of Trustees who are also the directors for Company Act purposes. The directors meet quarterly unless a special meeting is required.

The Trustees devolve day-to-day operation to their manager who is responsible for maintaining an operations board comprising representatives of the local participating churches and which deal with the routine operating issues. This operations board also meets quarterly or as required.

There are some 40 volunteers overall, including Trustees and manager who give their time to staffing the distribution centre and running the warehouse.

It is difficult to quantify the value of the activities carried out by volunteers. However, based on an average of three persons per minimum two-hour session in warehouse and distribution centre twice a week, it is easy to calculate that well in excess of 600 man-hours per year is given freely by volunteers. As the time involved is greater than this per session plus additional times for special activities such as audit and dealing with Christmas bulges in donations, this figure is likely to be a significant underestimate.

Property

The Trust continues to benefit from free accommodation for its warehouse facility from another charitable trust. The lease for the distribution centre, operating from a shop unit in the Market Square owned by the Town Council which was originally for one year has been renewed and runs for a further two years. The rent is less than market rent and this residual rent was subsidised by donation from the Alton Rotary Club.

The Foodbank has also benefited from the rate rebate system introduced for small businesses.

Risk Management

The Trustees review the major risks to the Charity and are also responsible for Health and Safety. An induction pack covering operational systems and general H&S advice has been prepared.

Data protection is monitored by one Trustee and another takes the lead on child and adult protection issues.

Two Trustees act as line manager for the employed member of staff and for management and other issues raised by volunteers that they do not feel confident to discuss with the manager.

Responsibilities of the Trustees

Trustees as directors are required to prepare financial accounts for each financial year which give a true and fair view of the state of affairs of the charitable company as at the balance sheet date and of its incoming resources and application of those resources, including income and expenditure, for the financial year.

Grants and income

No grant was applied for or received during the financial year. There have been a substantial number of small cash donations, through collecting tins, standing orders or simple cash receipts. It is the policy of the Trust to acknowledge all receipts personally, but that individual donors shall remain anonymous unless publicity is authorised.

Main Corporate donors:

Alton Town Council by way of reduced rent

Alton Rotary Club – rent subsidy

Because of these subsidies plus the unsolicited donations made by individuals and organisations in the surrounding area, which were not expected at the beginning of the financial year, the Foodbank has sufficient funds to continue in operation for at least a year. The Trustees continue to ensure that some of the funds are held on deposit account to maximise the return to the Trust.

Trussell Trust Audit

As part of our agreement with the Trussell Trust we accept a liability to be audited by them. This occurred in December 2015 and was satisfactory.

An audit of stock was carried out in March 2015 and the variances were within the limits proposed by the Trussell Trust. It should be noted that food is recorded by weight to one decimal place only and over time reasonable assumptions made as to the weight of boxes and cartons can affect the overall calculations as can the rounding elements in the weighing process. Steps are taken to regularly check for items becoming out of date and a significant element in the figure for goods that had to be disposed relates to items donated that were already out of date or damaged.

Approved by all the Trustees on...19/4/2016...and signed on its behalf by:



Tim Pinchen
Chairman

Alton Christian Care Ltd
Statement of Financial Activities
for the year ended 31 December 2015

	Notes	Unrestricted Funds £	Restricted Funds £	Total Funds 2015 £	Total Funds 2014 £
Incoming resources					
Incoming resources from generated funds:					
<i>Voluntary income:</i>					
Donations	2a	13,545	2,000	15,545	17,738
Investment Income	2b	113	-	113	-
Incoming resources from charitable activities:					
Donated food stock	3	14,646	-	14,646	14,287
Other incoming resources:					
Gift-aid tax refund	2c	647	-	647	634
Rates and tax refund	2d	366	-	366	-
Total incoming resources		29,317	2,000	31,317	32,659
Resources expended					
Costs of generating funds:					
Costs of generating voluntary income	4a	11,338	2,000	13,338	10,862
Charitable activities:					
Cost of food distributed	4b	13,151	-	13,151	12,088
Governance costs	4c	-	-	-	-
Total resources expended		24,489	2,000	26,489	22,950
Net incoming resources before other recognised gains or losses		4,828	-	4,828	9,709
Other recognised gains or losses		-	-	-	-
Net movement in funds		4,828	-	4,828	9,709
Reconciliation of funds					
Total funds brought forward		26,223	425	26,648	16,939
Total funds carried forward		31,051	425	31,476	26,648

All incoming resources and resources expended derive from continuing activities.

Alton Christian Care Ltd
Balance Sheet as at 31 December 2015

	Notes	2015 £	£	2014 £
Fixed Assets				
Tangible assets	8	-	-	-
Current Assets				
Stock	9	5,164		3,669
Debtors	10	2,155		1,328
Investment		10,000		-
Cash at bank		14,297		21,729
		<u>31,616</u>		<u>26,726</u>
Creditors: amounts falling due within one year	11a	<u>(140)</u>		<u>(78)</u>
Net Current Assets			31,476	26,648
Creditors: amounts falling due after one year	11b		<u>-</u>	<u>-</u>
Net Assets			31,476	26,648
Funds of the charity				
Unrestricted funds			31,051	26,161
Restricted funds	12		425	487
			<u>31,476</u>	<u>26,648</u>
Total Funds			31,476	26,648

For the financial year in question the company was entitled to exemption under section 477 of the Companies Act 2006 relating to small companies.

No members have required the company to obtain an audit of its accounts for the year in question in accordance with section 476 of the Companies Act 2006.

The directors acknowledge their responsibility for complying with the requirements of the Act with respect to accounting records and for the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime.

Approved by all the Trustees on ...14/4/16...and signed on its behalf by:


 Jane Easthope, Treasurer

Notes forming part of the Financial Statements for the year ended 31 December 2015

1. Accounting Policies

The principal accounting policies are summarised below. The accounting policies have been applied consistently throughout the year.

(a) Basis of accounting

The financial statements have been prepared under the historical cost convention and in accordance with the Companies Act 1985 and the Statement of Recommended Practice: A Accounting and Reporting by Charities issued in March 2005.

The Trussell Trust's basis of valuation for food stock is adopted. Currently it is £1.68 per kilogram.

(b) Fund accounting

- Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity.
- Restricted funds are subjected to restrictions on their expenditure imposed by the donors.

(c) Incoming resources

All incoming resources are included in the statement of financial activities when the charity is entitled to, and virtually certain to receive, the income and the amount can be quantified with reasonable accuracy. The following policies are applied to particular categories of income:

- Voluntary income is received by the way of grants, donations and gifts and is included in full in the Statement of Financial Activities when receivable. Grants, where entitlement is not conditional on the delivery of a specific performance by the charity, are recognised when the charity becomes unconditionally entitled to the grant.
- Donated services and facilities are included at the value to the charity where this can be quantified. The value of services provided by volunteers has not been included in these accounts.
- Food stock donated for redistribution through the charity are included as incoming resources.

(d) Resources expended

Expenditure is recognised on an accrual basis. Expenditure includes any VAT which cannot be fully recovered, and is reported as part of the expenditure to which it relates:

- Costs of generating funds comprise the costs associated with attracting voluntary income and costs incurred by the charity in the delivery of its activities and services for its beneficiaries.
- Charitable expenditure denotes the value of food stock distributed to all beneficiaries.

(e) Fixed assets

Fixed assets costing below £1,000 are not capitalised.

2.

(a) Donations

	Unrestricted	Restricted	Total
Donors	£	£	£
Butts Church transfer & support	1,050		1,050
Other corporate donors	8,688	2,000	10,688
Private donors	3,807		3,807
	<u>13,545</u>	<u>2,000</u>	<u>15,545</u>

Alton Rotary Club donated £2,000 as a subsidy towards Alton foodbank's rental costs of the distribution centre.

- (b) Interest receivable on £10,000 invested in a 1-year Business Saver on 12 March 2015 is estimated to be £113 up till 31 December 2015.

Other incoming resources

- (c) Gift-aid tax refund is accounted for when the donations are received. £2,588 of the donations are gift-aided, resulting in a potential refund of £647.
- (d) £366 comprises of a rates rebate of £86 from EHDC and a gift-aid tax refund of £280 relating to a previous accounting period.

3. Incoming resources from charitable activities

As our main charitable activity is that of food distribution, the donated food stock is valued at Trussell Trust's recommended valuation of £1.68 per kilogram and treated as an incoming resource.

The value of food stock received from 1 January to 31 December 2015 was
 $8,718 \text{ kg} \times £1.68 \text{ per kg} = £14,646$

4. Total Resources expended

(a) Costs of generating voluntary income:	£
Manager's wages and expenses	6,390
Rent	5,252
Insurance	326
Heating and Lighting	211
Water rates	136
Trussell Trust fees	360
PO Box fees	313
Professional fees	58
Stationery & Postage	21
General expenses	<u>271</u>
<i>Total expenses</i>	<u>13,338</u>

- (b) Charitable activities:

The value of food stock distributed from 1 January to 31 December 2015 was
 $7,828 \text{ kg} \times £1.68 \text{ per kg} = £13,151$.

The weight of food stock distributed includes damaged/out of date food of 171.6 kg and a stock adjustment figure of 250 kg applied after a stock-take on 21 March 2015. This adjustment figure is well within the guidelines set out by the Trussell Trust.

- (c) Governance costs:
No provision has been made for audit fees this year as we had not been charged by our Honorary Independent Examiner last year.

5. Net Incoming Resources for the period

This is stated after charging the part-time manager's wages and expenses of £6,390.
No employee received emoluments of more than £10,000 p.a.
The average number of employees during the year, calculated on the basis of full-time equivalents, was as follows:

Part-time Manager for warehouse and distribution centre:	0.5
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6. Trustee Remuneration & Related Party Transactions

No members of the management committee received any remuneration during the year.
No trustee or other person related to the charity had any personal interest in any contract or transaction entered into by the charity during the year.

7. Taxation

As a charity, Alton Christian Care Ltd is exempt from tax on income and gains falling within section 505 of the Taxes Act 1988 or section 256 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objects. No tax charges have arisen in the Charity.

8. Tangible Fixed Assets

None purchased. An anonymous donor gave 400 packets of Lego toys with a market value of £1,496 which were all redistributed to our clients and another charity.

9. Current Assets

Stock : This is the value of the closing food stock calculated as follows:

Opening food stock as at 1 January 2015 (2,184 kg X £1.68/kg)	£3,669
Add donated food stock for the year 2015 (note 3)	£14,646
Less food stock distributed for the year 2014 (note 4b)	<u>£13,151</u>
Closing food stock as at 31 December 2015	<u>£5,164</u>

10. Debtors:	£
Accrued income	113
Prepayments	761
Gift-aid tax refund	<u>1,281</u>
Total	<u>2,155</u>

11. (a) Creditors: Amounts falling due within one year

Accruals: Manager's expenses:	£13
Heating and lighting:	<u>£127</u>
	<u>£140</u>

(b) Creditors: Amounts falling due after one year

Provision for estimated fees for an independent examination: nil this year.

12. This fund carried over from the previous years, is restricted to the purchase of food stock only.

Independent Examiner's Report to The Trustees of Alton Christian Care Ltd for the period 1st January to 31st December 2015

I report on the accounts of Alton Christian Care Ltd for the period 1st January to 31st December 2015.

The trustees are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 and that an independent examination is needed. The charity's gross income does not exceed £250,000.

I have satisfied myself that the charity is not subject to audit under company law (Companies Act 2006) and is eligible for independent examination.

Basis of independent examiner's report:

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

Independent examiner's statement:

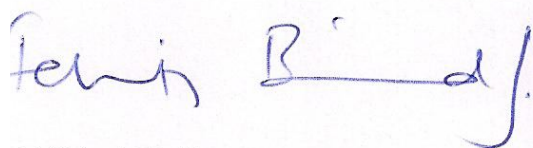
In connection with my examination, no matter has come to my attention:

(1) which gives me reasonable cause to believe that in any material respect the requirements:

to keep accounting records in accordance with section 386 of the Companies Act 2006; and

to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities have not been met; or

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



Felicity Brindley
Redcot
Gaston Lane
South Warnborough
Hampshire
RG29 1RH
20th May 2016